<p style="text-align:center">The University of North Carolina at Chapel Hill
Supplemental Information for NIH Other Support – May 2021</p>

This UNC-CH supplemental information is intended to provide additional guidance for UNC-CH Investigators and Research Administrators as they prepare the updated NIH Other Support document as described in [NIH Notice Number NOT-OD-21-073](.).

OVERVIEW INFORMATION

UNC-CH continues to encourage "In the interest of full transparency, recipients should err on the side of disclosure. Researchers should consult with their institutional officials for guidance to ensure compliance with institutional and NIH policies. NIH requires complete and accurate reporting of all sources of research support, financial interests and affiliations, both foreign and domestic."

Even though the NIH did NOT identify ALL fields as required, UNC-CH strongly suggests the investigator provide the information in ALL fields.

"For items not identified in the newly updated Other Support Format / Instructions, it is important to focus on required content rather than format." This includes but is not limited to include items previously identified by UNC's Guidance on Science and Security such as Service Agreements, External Research Activity, Collaborations (both Domestic and/or Foreign)

The updated format now includes In-kind contributions on the NIH published Format and Instructions page. On the first page of the NIH Other Support Instructions is the following:

- If in-kind contributions **are intended for use on the project being proposed** to NIH in this application, the information must be included as part of the Facilities and Other Resources or Equipment section of the application and need not be replicated on this form.
- In-kind contributions **not intended for use on the project/proposal being proposed** in this application must be reported below. If the time commitment or dollar value is not readily ascertainable, reasonable estimates should be provided.

A unique addition that the NIH introduced with this update is that some items have now been identified as REQUIRED. The underlined statement at the end of the first item above, is not identified as REQUIRED. UNC-CH encourages investigators to include the information on the Other Support document as a way to reduce the administrative burden of having to maintain multiple versions of the Other Support document.

One new requirement introduced with the update is that Institutions are required to submit copies of contracts/grants/agreements specific to senior/key-personnel foreign appointments and/or employment with a foreign institution for all foreign activities and resources that are reported in Other Support. Because of the relatively small population of UNC-CH investigators that this new requirement would apply to, we strongly encourage you to consult with your Sponsored Programs Office or Office of Sponsor Research representative for guidance on your specific situation. This specifically includes consulting agreements along with EPAP's with foreign entities.

Another item on the first page of the NIH Other Support Instructions is the following:

For information pertaining to the use of and policy for other support, see NIH Grants Policy Statement, Section 2.5.1: Just-in-Time Procedures. Neither the application under consideration nor the current PHS award for this project **should** be listed as Other Support

The underlined statement above, at the end is not identified as REQUIRED. UNC-CH encourages investigators to include the information on the Other Support document as a way to reduce the administrative burden of having to maintain multiple versions of the Other Support document.

The previous version of Other Support included the term INACTIVE. Within this new update, the NIH has specifically identified the three terms to use now, which are: Active, Pending and Completed. INACTIVE is not mentioned in this updated version. Completed is to be within the past three years. The Instructions stated the order to be Active, Pending, and Completed Support from top to bottom. In-Kind contributions are to include Active and Pending but NOT completed.

UNC-CH SUPPLEMENTAL INFORMATION AND INSIGHTS ON THE INDIVIDUAL FIELDS

*Name of Individual: Consider using the format, LAST Name, FIRST Name

Commons ID: No additional guidelines

*Title: No additional guidelines.

Major Goals: No additional guidelines.

*Status of Support: Indicate if the support is currently Active, Pending or has been completed during the past three years. Because the Status of Support has been marked * Required, all three categories should be included. Indicate "NONE" if the investigator has nothing to report in any one of the three categories.

Project Number: It is strongly suggested to exclude the Support year from the NIH Project Number. If the support year is included in the NIH Project Number and it is not accurate, the Other Support page will be returned to be corrected and the document will need to be resigned by the investigator. In this example the Support Year is "-02" in NIH Project Number 5R01DK725374-02

Name of PD/PI: If the investigator chooses to add their name even though they are not the Award Contact PD/PI they should include and identify the Contact PD/PI

*Source of Support: It is clear that "Source of Support" is required. It is NOT as clear as how to identify the source. UNC-CH recognized several choices on how to identify the Source. All are acceptable.
1. NIH
2. National Cancer Institute (or) NCI
3. NIH / National Cancer Institute (or) NIH / NCI
4. Duke University / NIH / National Cancer Institute (or) Duke / NIH / NCI

*Primary Place of Performance: The location should support the choice of the Indirect Cost Rate chosen for the application / award. For example, the following are acceptable,
1. The University of North Carolina at Chapel Hill (or) UNC-CH (or) UNC-CH Campus
2. Durham Medical Center (or) Wake County Medical
3. Malawi

Project/Proposal Start and End Dates: Very interesting to note that in the NIH Published, Other Support Sample the format is (MM/YYYY) yet they included (MM/*DD*/YYYY). Based upon the NIH publishing both formats, UNC-CH will accept both formats as well. Provide the date range for the ACTIVE competitive segment.

*Total Award Amount: Provide the total award costs (Direct plus Indirect cost) for ALL periods of the ACTIVE competitive segment. Remember, for Consortium/Contractual arrangements OR Multi-Project Awards LIST the Total Award Amount for the SUBPROJECT ONLY.

*Person Months: Do NOT confuse Salary Support with Effort Devoted to the project. The updated Other Support format page shows a two-column table with the left column showing Year (YYYY). UNC-CH recognizes and strongly encourages the use of the start/end date range in each row of the two-column table and expressing the start and end year as using all 4 digits (YYYY) of the year which does comply with this NIH published format.

For example, if the Other Support was **submitted on April 1st, 2021** and it included two active awards that started in 2020.

Sample using the STRONGLY ENCOURAGED start/end date range in the two-column table.

Award # 1	Award # 2
03/01/2020 – 02/28/2021 = 2.4 CM	**07/01/2020 – 06/30/2021 = 2.4 CM**
03/01/2021 – 02/28/2022 = 1.2 CM	07/01/2021 – 06/30/2022 = 3.6 CM

Sample shows the difficulty when using ONLY the YEAR the budget period in the two-column table.

Award # 1	Award # 2
2020 = 2.4 CM	**2020 = 2.4 CM**
2021 = 1.2 CM	2021 = 3.6 CM

This is guidance is intended to make it easier for the investigator to total the effort to make sure they have reported LESS THAN 12 CM of Effort before they sign the Other Support page.

UNC-CH business process allows for the use of either calendar months OR a combination of academic and summer months. If effort does not change throughout the year, it is OK to use only calendar months.

*Summary of In-Kind Contributions: This includes but is not limited to In-kind Lab or Office Space, Scientific Materials. Students (Undergraduate and Graduate) who are paid from other sources.

*Estimated Dollar Value of In-Kind Contribution: Sometimes an Estimated Dollar value will be difficult to obtain. Simply do your best and provide a reasonable estimate.

*Overlap: An Overlap statement is required and must be included on the Other Support document even if it simply states "NONE".

*Signature: This is a required field. UNC-CH will not submit an unsigned Other Support document. The date should be as close as reasonably possible to the intended submission date.